



BID SOLICITATION

Page 1 of 12
Printed: 1/14/2005

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 4/1/05 - 3/31/06

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ADMINISTRATION
MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA

BID NUMBER: B04710
TITLE: COMPUTER PAPER (MPA 101)
BID OPENING DATE AND TIME:
02/07/2005 11:00 AM

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ADMINISTRATION
MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA

Requisition Number(s): MPA #101

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 4/1/05 - 3/31/06 WITH OPTION TO EXTEND FOR 1 YEAR SOLEY AT THE DISCRETION OF THE STATE MPA #101				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number.</p> <p>Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.</p> <p>9 1/2 X 11 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL PARTS WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS 1/2" GREEN BAR</p> <p>395-50</p>				
1.0	9 1/2 X 11 - 1 PART 15# BOND, CASE COUNT- 3000	40.00	CTN		
	BRAND:_____ CS. CT._____				
	STOCK #_____				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
2.0	395-50 9 1/2 X 11 - 2 PART CARBONLESS, CASE COUNT - 1550 BRAND:_____ CS. CT._____ STOCK #_____	26.00	CTN	_____	_____
3.0	395-50 9 1/2 X 11 - 3 PART CARBONLESS, CASE COUNT - 1050 BRAND:_____ CS. CT._____ STOCK #_____	18.00	CTN	_____	_____
4.0	395-50 9 1/2 X 11 - 2 PART CARBONLESS, CASE COUNT - 1550 BRAND:_____ CS. CT._____ STOCK #_____	46.00	CTN	_____	_____
5.0	395-50 9 1/2 X 11 - 3 PART CARBONLESS, CASE COUNT - 1050 BRAND:_____ CS. CT._____ STOCK #_____	18.00	CTN	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
6.0	395-50 9 1/2 X 11 - 1 PART 20# BOND - 1/2" KEEN EDGE PERFS., CASE COUNT - 2200 BRAND:_____ CS. CT._____ STOCK #_____	220.00	CTN	_____	_____
7.0	395-50 9 1/2 X 11 - 2 PART 1/2" PERFS., CASE COUNT - 1550 BRAND:_____ CS. CT._____ STOCK #_____	16.00	CTN	_____	_____
8.0	395-50 9 1/2 X 11 - 3 PART 1/2" PERFS., CASE COUNT - 1050 BRAND:_____ CS. CT._____ STOCK #_____	12.00	CTN	_____	_____
9.0	395-50 9 1/2 X 11 - 4 PART 1/2" PERFS., CASE COUNT - 800 BRAND:_____ CS. CT._____ STOCK #_____	10.00	CTN	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
10.0	395-50 11 3/4 X 8 1/2 - 2 PART CARBONLESS, CASE COUNT - 1800 BRAND:_____ CS. CT._____ STOCK #_____ 12 X 8 1/2 CONTINUOUS marginally PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS BLANK.	16.00	CTN	_____	_____
11.0	395-50 12 X 8 1/2 - 1 PART 20# BOND 1/2" PERFS., CASE COUNT - 2400 BRAND:_____ CS. CT._____ STOCK #_____ 12 X 8 1/2 CONTINUOUS marginally PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS BLANK.	14.00	CTN	_____	_____
12.0	395-50 12 X 8 1/2 - 3 PART CARBONLESS 1/2" PERFS., CASE COUNT - 1100 BRAND:_____ CS. CT._____ STOCK #_____ 12 X 8 1/2 CONTINUOUS marginally PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS BLANK.	12.00	CTN	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
13.0	395-50 14 7/8 X 8 1/2 - PART 20# BOND, CASE COUNT - 2400 BRAND:_____ CS. CT._____ STOCK #_____	342.00	CTN	_____	_____
14.0	395-50 14 7/8 X 8 1/2 - 3 PART CARBONLESS, CASE COUNT - 1050 BRAND:_____ CS. CT._____ STOCK #_____	26.00	CTN	_____	_____
	14 7/8 X 8 1/2 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS 1/8" GREEN BAR.				
15.0	395-50 14 7/8 X 8 1/2 - 2 PART CARBONLESS, CASE COUNT - 1800 BRAND:_____ CS. CT._____ STOCK #_____	20.00	CTN	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
16.0	395-50 14 7/8 X 8 1/2 - 3 PART CARBONLESS, CASE COUNT - 1000 BRAND:_____ CS. CT._____ STOCK #_____	12.00	CTN	_____	_____
17.0	395-50 14 7/8 X 11 - 1 PART 18# BOND, CASE COUNT - 2600 BRAND:_____ CS. CT._____ STOCK #_____	28.00	CTN	_____	_____
18.0	395-50 14 7/8 X 11 - 1 PART 20# BOND, CASE COUNT - 2400 BRAND:_____ CS. CT._____ STOCK #_____	40.00	CTN	_____	_____
19.0	395-50 14 7/8 X 11 - 3 PART CARBONLESS, CASE COUNT - 1050 BRAND:_____ CS. CT._____ STOCK #_____ 14 7/8 X 11 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL WHITE MUNICIPALITY FORMS CRIMPED IN BOTH MARGINS 1/2" GREEN BAR.	40.00	CTN	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
20.0	395-50 14 7/8 X 11 - 1 PART 15# BOND, CASE COUNT - 3000 BRAND:_____ CS. CT._____ STOCK #_____	64.00	CTN	_____	_____
21.0	395-50 14 7/8 X 11 - 1 PART 18# BOND, CASE COUNT - 2600 BRAND:_____ CS. CT._____ STOCK #_____	28.00	CTN	_____	_____
22.0	395-50 14 7/8 X 11 - 1 PART 20# BOND, CASE COUNT - 2400 BRAND:_____ CS. CT._____ STOCK #_____	18.00	CTN	_____	_____
23.0	395-50 14 7/8 X 11 - 2 PART CARBONLESS, CASE COUNT - 1550 BRAND:_____ CS. CT._____ STOCK #_____	16.00	CTN	_____	_____

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24.0	395-50 14 7/8 X 11 - 3 PART CARBONLESS, CASE COUNT - 1050 BRAND:_____ CS. CT._____ STOCK #_____	26.00	CTN	_____	_____
25.0	395-50 14 7/8 X 11 - 4 PART CARBONLESS, CASE COUNT - 800 BRAND:_____ CS. CT._____ STOCK #_____	28.00	CTN	_____	_____
26.0	14 7/8 X 11 CONTINUOUS MARGINALLY PUNCHED STOCK TABULATING FORMS. ALL WHITE BLANK WITH 1/2" MARGINAL PERFS. AND 1 PERF. 9" FROM LEFT EDGE. 395-50 8 1/2 X 5 1/2 - 1 PART 15# BOND, CASE COUNT - 4500 BRAND:_____ CS. CT._____ STOCK #_____	8.00	CTN	_____	_____
	8 1/2 X 11 LASER PAPER, 5,000 / CTN. 3 HOLE PUNCHED. 20# LONG GRAIN 84 BRIGHTNESS.				

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27.0	395-50 20 # WHITE - 8 1/2 X 11 LASER PAPER, CASE COUNT - 5000 BRAND:_____ CS. CT._____ STOCK #_____	14.00	CTN	_____	_____
28.0	395-50 8 1/2 X 11 LASER PAPER, 20# WHITE LONG GRAIN 84 BRIGHTNESS, CASE COUNT - 5000 BRAND:_____ CS. CT._____ STOCK #_____	234.00	CTN	_____	_____
	RECYCLED PAPER IS 30% POST CONSUMER WASTE (PCW) NO MINIMUM QUANTITIES ALL PRICES QUOTED ARE F.O.B. DESTINATION (INSIDE DELIVERY) DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				TOTAL:	_____

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BID INSTRUCTIONS / SPECIFICATIONS
OPENING DATE: 02/07/05

BID NUMBER: BO4710
(MPA #101)

1. BIDDER MUST BID ON ALL ITEMS, AWARD WILL BE MADE ON THE BASIS OF THE **TOTAL LOW BID**.
2. QUANTITIES – QUANTITIES LISTED ARE APPROXIMATE AND BASED ON PRIOR YEAR USAGE.

PAPER – ALL PAPERS WILL BE 100% SULFITE BOND UNLESS OTHERWISE SPECIFIED.

3. PAPER: 1 PART – 15#
 1 PART – 18#
 1 PART – 20#
 2 PART – PART #1 – 15#
 PART #2 – 12#
 3 PART – 12#
 4 PART – 12#
 5 PART – 12#
 6 PART – 12#
4. DELIVERIES
 - A. ORDERING IN ACCORDANCE WITH MPA “AUTHORIZATION AND RELEASE”.
 - B. NO MINIMUM SHIPMENTS
 - C. ALL SHIPMENTS MUST BE QUOTED F.O.B. DESTINATION – INSIDE DELIVERY.
 - D. DELIVERY SHOULD BE WITHIN THREE DAYS OF REQUEST OF THE AGENCY, EXCEPT WHERE NOTED BY VENDOR.